

OGC Has Reviewed

MEMORANDUM FOR THE RECORD

SUBJECT: Procedures for Certain Retirements

1. It is understood the DD/M&S paper "Retirement Policy" (DD/M&S 73-4444) was approved in principle by the Management Committee at a recent meeting. Mr. Proctor has suggested the desirability of having the documentation of voluntary retirees under a surplus exercise be as free as possible of any comment or implication critical of the employee. [REDACTED] and I have discussed these matters and [REDACTED] has consulted with an appropriate official of the Civil Service Commission. From these discussions, the following procedures are appropriate:

a. In line with DD/M&S 73-4444, Deputy Directors and heads of independent offices may authorize subordinate components which have a surplus to adopt a liberal policy concerning retirement of personnel who are eligible for discontinued service annuities. (Eligible employees are those having 25 years of service at any age, or 20 years of service at age 50.) Component heads could, in writing or otherwise, make known within their component that the component has a surplus situation and that for this reason eligible persons who want to retire may do so by so informing the component head. Eligible employees then would notify component heads that they want to retire. Upon receipt of such notice the component head would write to the employee in terms substantially as set out at Tab A hereto. (A letter of this nature is required by the Commission to meet its regulatory provision that a resignation is acceptable as a basis for a discontinued service annuity only if the resignation is offered after receipt of a notice of intention to terminate.) After receiving the letter, the employee thereupon would resign and would receive a discontinued service annuity under the Civil Service system, and the component head would not need to recommend termination.

b. Persons selected as surplus who do not wish to retire or are not eligible, would be processed for termination step by step under [REDACTED]

c. Subparagraphs a. and b. above are directed to Civil Service personnel. CIARDS personnel would be subject to the same general philosophy but the procedures would be somewhat different. After the component head notifies his component that the component is in a surplus situation, and that eligible employees therefore may elect to retire, subsequent actions would be as follows:


(1) Employees of age 50 who have 20 years service, including the requisite qualifying service (5 years) and Agency service (10 years), would simply retire by submitting a request to the Director of Personnel in accordance with paragraph j(1) of [REDACTED]

(2) In the case of personnel with 25 years service (again with the requisite qualifying and Agency service), upon being informed that his component is in a surplus situation the employee would inform his component head that he wants to retire. The component would then inform the individual in writing (Tab B) of his intent to recommend the individual's retirement. The component head would make such a recommendation, consistent with subparagraph [REDACTED], which would be forwarded to the Director with the endorsements of the appropriate Deputy Director and the Director of Personnel. OGC would assist, as needed, in preparing these documents.

(3) All others selected for surplus would be processed under the step by step procedures of [REDACTED]

2. There may be some danger in some of the above procedures in that they deviate in certain particulars from Agency regulations. Conceivably an employee might change his mind and resist retirement, but this seems quite unlikely. Further, if he changes his mind before he is retired, we could simply stop the process and retain him.

3. It would seem unnecessary and perhaps undesirable to issue an Agency notice concerning this liberal policy. Each Directorate would handle the policy on an office-by-office basis.


Associate General Counsel

STATINTL

Attachment

MEMORANDUM FOR: Mr. _____

SUBJECT : Notification of Intent to Recommend Retirement

Personnel of /_this component_/ have been informed that we are in a surplus personnel situation. You have informed me that in these circumstances you are willing to resign if you thereupon will be eligible for a discontinued service annuity. I am grateful for your offer to assist in this matter. Accordingly, I intend to recommend your termination which, if approved, will entitle you to a discontinued service annuity.

/_Chief of Component_/

MEMORANDUM FOR: Mr. _____

SUBJECT : Notification of Intent to Recommend Retirement

Personnel of /_this component_/ have been informed that we are in a surplus personnel situation. You have informed me that in these circumstances you are willing to be retired. I am grateful for your offer to assist in this matter. Accordingly, I intend to recommend your retirement which, if approved, will entitle you to an immediate annuity.

/_Chief of Component_/

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
STATINTL OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	[REDACTED]	27 NOV 1973	✓
2	FX-2.		
3	<i>Send Retirement paper.</i>		
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
Ben:			
<p>Herewith a rewrite of the paper on retirement procedures following our conversations on Friday. Please let me have your thoughts.</p> <p>[REDACTED]</p>			
STATINTL			
Att			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
[REDACTED] OGC, BX-5			26 Nov. 73
UNCLASSIFIED	CONFIDENTIAL	SECRET	